



## The Application Process:

### **STEP ONE — ESTABLISHING IF A ZONE IS RIGHT FOR YOU.**

#### **ESTABLISHING AN FTZ** *(application process)*

Once you have calculated that your company may benefit from being in a Foreign-Trade Zone contact your Grantee, consultant or the Foreign-Trade Zone Board at <http://ia.ita.doc.gov/ftzpage/applications.html> to begin the appropriate application process. Under the ASF format, once your final application has been submitted, Foreign-Trade Zone Board ("FTZB") approval may be in as little as 30 days. Once U.S. Customs and Border Protection ("CBP") have approved your operation manual and you pass their inspection, you will be ready to activate your FTZ site.

The Foreign-Trade Zones Board has an extensive website designed to take interested parties through the application process. Please take the time to review the FTZ Board's website at <http://www.ia.ita.doc.gov/ftzpage/applications.html> to get all of the detailed and most up-to-date information on the application process. They also can be reached at 202-482-2862.

#### **RECOMMENDATION: "FEASIBILITY STUDY"**

The decision to pursue the establishment of a foreign-trade zone or subzone should be carefully researched. In the case of a subzone the company or corporation needs to evaluate if there is a savings to be achieved, does that savings cover the start-up costs of a new subzone, and what will the costs be going forward, to name a few. The company also needs to review how the subzone will benefit their community and will it adversely impact other companies within its industry.

### **STEP TWO — ACTIVATION**

#### **ACTIVATING A FOREIGN-TRADE ZONE**

Once the application has been approved and before operations can begin, the user/operator must activate with the local CBP office. Activation takes place locally under the supervision of the CBP Port Director and involves a review of zone procedures, inventory control, record keeping systems and security. Once the FTZ is activated, users may begin admitting merchandise under zone status.

#### **RECOMMENDATION: MEET WITH LOCAL CBP OFFICE**

Prior to beginning your application process the grantee, user or operator should have a meeting with the local CBP office to discuss the project. If this was not done then a meeting with them should be initiated prior to the Activation process. At this meeting a complete review of the project can be discussed along with CBP requirements for operations and what information CBP needs to approve activation of the project.



**FTZ #41** 2323 S. Lincoln Memorial Drive, Milwaukee, Wisconsin 53207, USA

#### **CONTACT US:**

Eric C. Reinelt, Port Director [ereine@milwaukee.gov](mailto:ereine@milwaukee.gov)  
Betty Nowak, Marketing Manager [bnowak@milwaukee.gov](mailto:bnowak@milwaukee.gov)

[www.milwaukee.gov/port](http://www.milwaukee.gov/port)